

|                                                                                   |                                                                                                    |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  | कस्टम्स प्रधान आयुक्त कार्यालय (सामान्य)                                                           |
|                                                                                   | <b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS</b>                                             |
|                                                                                   | <b>(GENERAL)</b>                                                                                   |
|                                                                                   | नवीन सीमाशु क भवन, बेलाड' इस्टेट, मुंबई –<br><b>NEW CUSTOM HOUSE, BALLARD ESTATE MUMBAI-400001</b> |

Date: 19-08-2026

**CIRCULAR NO. 58/2026****Sub: Mandatory Training of Executive Assistants for promotion to the grade of Administrative officers-reg**

Vide letter dated 13.08.2026 of Mumbai, NACIN it is informed that mandatory training of Executive Assistants for their promotion to the grade of **Administrative Officers** from **07.09.2026 to 25.09.2026** which will be residential at NACIN, Mumbai ZTI and requested to forward the list of eligible Executive Assistants who will be in the zone of consideration for promotion to the grade of Administrative Officer, in the upcoming DPC for the vacancy year 2026. The details of Executive Assistant's may please be sent in the format below:

| Sr. No. | Name | Date of Birth | Gender | Mobile No. (WhatsApp No.) | Gov. email.id | Present place of posting i.e Commissionerate/Directorate |
|---------|------|---------------|--------|---------------------------|---------------|----------------------------------------------------------|
|         |      |               |        |                           |               |                                                          |
|         |      |               |        |                           |               |                                                          |

- All the eligible and willing Executive Assistants for the aforementioned training should submit the application in P&E Section by hand or e-mail(**p.estt-mum-cus-zone1@gov.in**) latest by **19.08.2026 by 5 p.m** in the above mentioned prescribed proforma. Application received after this date will not be entertained under any circumstances.
- All the head of sections/ departments are requested to bring this circular to the notice of all the concerned officers who are on deputation with/to the Directorates/Departments/organizations requirements also to take the initiative so as the willingness of the candidates reaches well in time to enable this department to report the names of willing candidates to NACIN, Mumbai ZTI.

MAHESH SHARAD BHALERAO

ASSISTANT COMMISSIONER OF CUSTOMS

P&amp;E, NCH, Zone-I

**Copy to:**

- The Pr. Chief/Chief Commissioner of Customs, Mumbai Customs, Zone-I, II & III
- All Additional/Joint Commissioner of Customs, Zone – I, Zone-II  
Zone-III
- Ministerial table, P&E Section.
- The EDI Section (for uploading the same please).
- Office Copy.

